

SUBJECT: Requesting Information from HIV Prevention and HIV Care Service Providers

TO: All Department of Health HIV Prevention and Care Services Grantees/Contractors and Collaborative Partners

FROM: Joseph M. Pease, Director
Division of HIV/AIDS
Bureau of Communicable Diseases

I am writing today to request your participation in two important HIV/AIDS-related projects being implemented by the Pennsylvania Department of Health.

PROJECT 1: HIV AIDS Services Provider Registry (HASP) – Intended for ALL Providers of HIV/AIDS-Related Prevention & Care Services

The first project requests your participation by entering your agency information in a Registry for Pennsylvania HIV/AIDS Service Providers (HASP). HASP is an effort of the Department of Health (Department) and the Pennsylvania Prevention Project at the University of Pittsburgh, to create a central depository of Pennsylvania's HIV/AIDS service providers and HIV/AIDS-related service providers.

With your assistance, we hope the Registry will have reliable data by the end of 2011 that will address gaps in services as well as a myriad of other relevant information. The Registry database is designed to contain information on agencies as well as individuals providing HIV-related services.

The goal of the Registry is to improve community knowledge of HIV services and resources available; to gather a comprehensive understanding of services available to community members, and to facilitate improved coordination of service delivery through information sharing. The Registry will allow for better interaction among providers, improve access to information for consumers, and a greater ability to capture unmet needs information that can be used by the Department of Health in making planning, policy and funding decisions.

The Registry is designed for: agencies; planning coalitions; individuals; volunteers; workers; service providers; and local departments of health.

The Registry will link consumers to services; have funding, training and job opportunities; provide state, local and agency event listings; have news feeds; related publications; and – recent research findings.

Individual workers can use the Registry to maintain a job profile, network, conduct job searches, provide access to information locally and statewide, locate trainings, find related events and link to their employer to contribute to the Agency capacity profile

Agencies can use the Registry to promote their mission and services, promote events and activities, search funding opportunities, conduct local community services assessments, network, and demonstrate capacity with an employee roster.

We hope that by having a single location for this information, it will be:

- more easily accessible to both the public and professionals
- easier to update

- more comprehensive

HASP allows the Department to collect vital information regarding the HIV prevention and care services available in Pennsylvania and to identify gaps in services so that the Department can better plan to meet the needs of people living with HIV/AIDS and those at risk of becoming infected.

The implementation of HASP will occur in two phases over the next few months.

Phase One: Registration of Agencies providing HIV-related services.

Agency steps:

1. Identify a person in your agency to enter and manage the HASP online information account. This person will be the “account administrator”. Please select someone that will provide continuity. That person must have an email address and web access.
2. This selected person shall go to go to <http://ppp-production.herokuapp.com/login> to request an account.
3. This person will receive an email within 2 business days that their account has been created.
4. This person will log into the account via the sent link. At this point they will create their individual/personal account. The reason for creating an individual account at this step is that Agency accounts must be created by the account administrator, therefore the individual administrator’s account must be created first.
5. After the individual account is completed, the individual will go to the home page of their account and request an Agency account.
6. Within two business days an email will be sent acknowledging the creation of an Agency account.
7. The individual will log into their agency account as before. There will be an Agency Name link in the header of their individual account. The Administrator should complete the agency information. It is structured in a similar fashion as the individual account, but with specifics related to the Agency and its services.

Assistance in completing the registration:

Help may be found or requested in the following ways:

- At the bottom of every HASP screen is a link to instructions that can be viewed online or printed.
- At the bottom of every HASP screen is a link for assistance via chat/email. During most business hours you can interact via a chat window with a HASP project person and they can assist with your specific issue. If someone is not available at that moment, an email will be sent with your contact info. They will respond within one business day.
- If you prefer email, you can email the concern to hasp@stophiv.com
- If you want to speak with someone, please contact Greg Fisher at 412-383-2516

A few weeks after most of the agencies are in the system, you will be contacted by the University of Pittsburgh to complete Phase Two of the process.

Phase Two – Registration of Individuals providing HIV-related services.

You will be asked to have each of your HIV/AIDS service staff employees complete an individual account. [*HIV/AIDS service staff includes any person that provides care or prevention services (face to face, phone, lecture) to clients.*] This information will be linked to your Agency profile to complete a comprehensive view of your agencies capacities. Your agencies capacities will be a composite of the agency profile and each of your employees and their qualifications and skills found in their account.

We ask that you please request that all of your appropriate employees participate and be as accurate and complete as possible. This will give us the most accurate view of the capacities in Pennsylvania.

The individual information will be the same information asked of the administrator in completing their account. The may be helpful in conveying any tips to other co-workers in competing the account information.

The Project team at the University of Pittsburgh will follow-up with Agencies and individuals that seem to be having trouble completing the account information.

PROJECT 2: Partner Services Project – For HIV Care Service Providers

We would also like to introduce you to the Department of Health’s Partner Services (PS) Program for your HIV infected patients.

PS are outreach activities conducted by the Department and the county and municipal health departments HIV PS staff for the purpose of assisting clinicians with early case detection of individuals infected with or exposed to HIV/AIDS. A highly confidential and voluntary process, PS provides an opportunity for early testing of sex and needle sharing partners of HIV infected persons and facilitates timely access to medical care. While PS are routinely provided at all publicly funded HIV counseling and testing sites, they have not been consistently incorporated in the private sector. *For more information, please see the attached information brochure on PS.*

To begin a process of engagement with your facility on PS, we request that you provide us with information on your facility’s designated contact persons for this activity, as indicated on the attached form (Step 1). Please complete and return this form to Ken McGarvey (contact information below).

We sincerely appreciate your time and cooperation in supporting these new efforts to enhance Pennsylvania’s HIV prevention and care activities.

Please forward this e-mail to collaborative agencies that provide HIV-related services and encourage their participation.

Thank you and best regards,

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Sent on behalf of:

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